

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY 2020 Maryland Criminal Intelligence Network (MCIN) Grant Program

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: March 29, 2019, by 3PM

Funded through:

State of Maryland

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Invited local and state law enforcement agencies, state's attorney's offices, and the Washington/Baltimore High-Intensity Drug Trafficking Area (W/B HIDTA) may apply for grants under the MCIN Program in order to enable jurisdictions to dismantle criminal networks using intelligence and data sharing.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for your interest in the **Maryland Criminal Intelligence Network (MCIN) Grant Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of the MCIN program is to develop robust information infrastructures that will enable the cross-jurisdictional sharing of accurate and actionable intelligence for the purpose of identifying, disrupting, and dismantling criminal networks efficiently and effectively. This supports GOCCP's objectives which call for the development of data-driven approaches, to include a criminal intelligence network that improves information sharing among Maryland jurisdictions.

If you need application assistance, please contact:

Quentin Jones, Program Manager
Quentin.Jones@maryland.gov
410-697-9318

or

Justice Schisler, Chief of Programs
Justice.Schisler@maryland.gov
410-697-9334

If you need assistance with program criteria or have questions on program design, please contact:

Carl Kotowski, Chief of Law Enforcement Programs
Carl.Kotowski@maryland.gov
410-697-9333

or

Martin Hammond, Director of Public Safety Strategies
Martin.Hammond@maryland.gov
410-697-9309

The Governor's Office of Crime Control and Prevention's success is measured by the success of our grant recipients. It is critical that we hear from you, our customers. To share your ideas on how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Eligible jurisdictions will be invited to apply for Maryland Criminal Intelligence Network funding. Invited jurisdictions must submit an application in order to receive consideration.

Each invited jurisdiction may only submit one application to include all partnering agencies within the jurisdiction. The agency acting as the lead is to submit the application with the remaining partners listed in the contractual section of the budget.

Jurisdictions that choose to apply for funding should be prepared to meet with the GOCCP team for approximately 30 minutes or request a conference call to provide an overview of their program, explain statistics and discuss the coming year's strategy. For those MCIN sites that have received prior year funding, their current stats as represented in Case Explorer will be heavily relied upon in order to gauge the intended impact in the community and subsequent funding.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Maryland Criminal Intelligence Network (MCIN) Grant Program

C. Submission Date

Friday, March 29, 2019, by 3PM

D. Anticipated Period of Performance

July 1, 2019, through June 30, 2020

E. Funding Opportunity Description

GOCCP announces the availability of approximately \$5.3 million in grant funding under FY20 MCIN. MCIN is envisioned as a coalition of criminal justice agencies that collaborates and coordinates tactics, resources, and intelligence through comprehensive data sharing, cross-jurisdictional partnerships, effective policies, and supporting technologies.

MCIN focuses on identifying, disrupting, and dismantling gangs and violent criminal networks involved in the distribution of illegal drugs, the use of firearms in crimes of violence, human trafficking, or other inherently violent criminal enterprises, through enforcement, prevention, intervention, and information sharing. MCIN seeks to reduce violent crime by facilitating the formation of information technology-enabled partnerships that lead to the improved investigation and prosecution of violent criminals and their networks.

This funding shall be used to improve intelligence infrastructure and support strategies for collecting information that leads to investigations that identify, disrupt, and dismantle criminal networks, to employ subject matter experts trained to investigate such networks, and/or pay for expert prosecutors to prosecute these cases at the federal and state levels.

FY19 Heroin Coordinator Grant Recipients: New this year, jurisdictions that received funding under both the FY19 [Heroin Coordinator Grant Program \(MDSS-Her\)](#) and the FY19 [Maryland Criminal Intelligence Network \(MCIN\) Grant Program](#), concurrently, should

submit for their FY20 Heroin Coordinator through this FY20 MCIN NOFA. To be clear, the salary, fringe, and related expenses of the Heroin Coordinator should be included as line items in the jurisdiction's new MCIN application. The Heroin Coordinator expenses cannot exceed the amount awarded in FY19 and all the requirements related to the Heroin Coordinator should be included in the FY20 MCIN application narrative and budget.

Only one FY20 MCIN application should be submitted for the following agencies and/or jurisdictions to include both the Heroin Coordinator and MCIN related requests:

- Cumberland Police Department (Allegany)
- Anne Arundel County Police Department (Anne Arundel)
- Baltimore Police Department (Baltimore City)
- Cecil County Sheriff's Office/ Maryland State Police (Cecil)
- Dorchester County Sheriff's Office (Dorchester)
- Frederick City Police Department (Frederick)
- Montgomery County Police Department (Montgomery)
- Salisbury Police Department (Wicomico)

All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.

III. PROGRAM REQUIREMENTS

A. MCIN Goals and Supporting Activities

MCIN sites shall strive to meet the following goals through the implementation of supporting activities:

- **Goal 1: Identify and prioritize criminal offenders, gangs, and violent criminal networks.**
 - Supporting Activities
 - Collaborate with coalition partners and use risk-based management techniques like matrices with criteria and scoring to identify criminal offenders and criminal networks for investigation.
 - Deconflict targeted criminal offenders, gangs, and criminal networks by entering entity information into HIDTA's Case Explorer or other systems.
- **Goal 2: Disrupt activities of targeted criminal offenders, gangs, and violent criminal networks.**
 - Supporting Activities
 - Leverage techniques like special enforcement, home visits, etc. to impede the criminal organization's methods of operations or change the leadership, communication, distribution, or financial components of the organization.
 - Deploy law enforcement techniques like undercovers, confidential informants, surveillance, wires, warrants, search and seizure and/or sting operations, etc. to alter the organization's operations or membership.
 - Prioritize high-risk or high-value warrants on criminal offender and networks targeting key leadership members or their operations.
 - Use/continue information sharing and monitoring similar to the watch center concept for monitoring the activities and impact on the organizations.
 - Coordinate law enforcement and prosecution efforts on targeted offenders and criminal networks.

- **Goal 3: Dismantle criminal organizations, gangs, and violent criminal networks.**
 - Supporting Activities
 - Establish prosecution strategies and coordinate law enforcement efforts from the onset of investigations to dismantle the leadership, financial base, and supply network of the organization.
 - Track criminal offenders, gangs, and criminal networks throughout the criminal justice process with the focus towards dismantling networks with the maximum outcome in the appropriate venue so they are destroyed and incapable of operating and/or reconstituting itself.

- **Goal 4: Collaborate with partners on information sharing and enforcement activities with special attention to drug, human and/or firearm trafficking organizations or networks.**
 - Supporting Activities
 - Foster an environment of timely information sharing and coordination of enforcement operations in a safe and effective manner.
 - Leverage resources or programs that support victims of crimes of violence, human trafficking, and drug trafficking.
 - Use best practices in prevention, intervention and reentry strategies.
 - Include resources such as heroin coordinators, peer support specialists, High Intensity Drug Trafficking Area (HIDTA), Maryland Coordination and Analysis Center (MCAC) the Drug Enforcement Administration(DEA), the Maryland Human Trafficking Task Force, Homeland Security Investigations (HSI), Maryland State Police Gun Center and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
 - Enter data into designated systems for collaboration, information sharing, and analysis.
 - Case Explorer - Drug Trafficking Related Information
 - Info Share - Human Trafficking Data
 - Gang Intelligence System or RISSGant - Gang Related Information
 - Maryland Gun Center - Firearm Data

In addition to the supporting activities listed, GOCCP expects all jurisdictions to use customized strategies to address unique issues impacting their respective areas of operation. Further, jurisdictions should look beyond their borders and incorporate opportunities for collaboration regionally and statewide with other agencies and/or task forces.

B. MCIN Program Requirements

MCIN is a key element of Maryland's public safety strategy and will provide the basis for improved data-driven decision making. MCIN funding shall be used to develop the necessary intelligence infrastructure to identify violent criminal networks, employ subject matter experts trained to investigate such networks, and/or pay for expert prosecutors to prosecute these cases on the state and federal level.

Requests for funds must articulate how the grantee will develop information technology enabled partnerships and collaboration among multiple agencies and jurisdictions. Accordingly, the MCIN infrastructure must ensure that necessary information is shared with GOCCP in order to aid the development of data-driven policy and inform threat assessments that are provided to the Administration.

Applicants must describe how operational, organizational, and information sharing agreements will be used to enable successful collaborations among criminal justice agencies focused on identifying, disrupting and dismantling criminal networks.

a. Operational Requirements

Each site must identify, develop, and maintain partnerships or develop a coalition of partners both within the public and private sectors at the state, local, and/or federal levels. Entities operating within the State include but are not limited to:

- Maryland State Police
- Other State Law Enforcement/Police Agencies
- Department of Public Safety & Correctional Services
- Department of Juvenile Services
- County and City Police Departments
- County Sheriff's Offices
- State's Attorney's Offices
- U.S. Attorney's Office
- Courts
- Federal Agencies
- Parole and Probation
- Washington/Baltimore HIDTA
- Governor's Office of Crime Control and Prevention
- Community-based organizations
- Other organizations in support of the mission

b. Organizational Requirements

Each site must develop a set of standard operating procedures that govern the coalition. The standard operating procedures should reflect the following policies and processes:

1. Demonstrate the partnership's or coalition's commitment between state, local, and/or federal law enforcement and prosecution agencies with either a Memorandum of Understanding, Letters of Support, or other similar agreements.
2. Prioritize the investigation and prosecution of violent repeat offenders that are operating in criminal networks across the State of Maryland.
3. Coordinate law enforcement and prosecution efforts to further utilize state and federal RICO charges.
4. Adopt common platforms and/or software for evidence-based and data-driven analysis to build stronger cases against criminal networks, enterprises, and organizations.
5. Allow data to be shared electronically into a system to automatically deconflict names, addresses, telephone numbers, license plates/VINs, and accounts.
6. Provide timely de-identified information to GOCCP that will aid in the development of data-driven policy recommendations.

Each site must develop an organizational structure in which the program attributes are described:

1. Partner agencies and leadership roles
2. Mission statements
3. Concept of operations
4. Staffing by types of positions (e.g. investigators, intel/crime analysts, coordinator, task force officers, prosecutors, heroin coordinators, peer support specialists, etc.)
5. Total number of personnel dedicated to the team (fulltime and/or part-time personnel and/or units)
6. The roles, duties, and responsibilities of key individuals

c. Technical Requirements

The analytical software platform should be capable of searching across multiple databases, sources, or datasets in a variety of formats with a single query and return information that will lead to the development of actionable intelligence for investigations and the prosecution of gangs and violent criminal networks.

The purpose is:

- To provide a full set of data and information for both policymakers and operators to accomplish their unique goals and responsibilities.
- To increase efficiency in which data can be collected and analyzed in order to help identify, investigate & prosecute violent criminal organizations and develop policy.

Each site is recommended to have or acquire the capability to support the program's objectives and use appropriate information sharing across jurisdictions. The following factors should be considered:

- Integrate data from internal and external datasets
- Collate data from multiple databases or datasets to include law enforcement, correctional, prosecution data, as well as subscription or open source data on persons, places, and things relative to gangs and criminal networks
- Be capable of searching structured, unstructured, and semi-structured data including any data that is stored in formats such as HTML, PDF, JPEG, DOC, text, images, video, photographs, phone numbers, and social media
- Be capable of interfacing with multiple databases, sources or datasets such as agency case/record management systems (RMS/CAD), correctional, parole & probation systems, courts, HIDTA's Case Explorer, Gang Intelligence System (GIS) and Info Share, public records and social media, etc.
- Provide the ability for an analyst to identify patterns, relationships and connections between the data to improve intelligence-driven analysis
- Return search results highlighting links between entities or objects (names, addresses, telephone numbers, license plates/VINs, accounts, events, and property) that otherwise may not be apparent
- Be capable of building map overlays in both geospatial and temporal views to display relationships and identify subjects in relation to criminal networks
- Be capable of sharing vital real-time intelligence across core systems automatically and provide alerts to law enforcement partners.
- Be capable of developing leads, managing cases, sharing information, and generating reports.
- Be user-friendly with a human-centric design that automates processes, improves workflows and increases productivity.
- Include specification for software licensing or purchase, requirements analysis, design, development, and implementation with user training and one-year operations and maintenance cost.
- Employ end-user methods to connect to new data sources

C. Reporting Requirements

Grantees must develop a comprehensive strategic plan for reducing crime, predicated on seamless coordination and consistent information sharing among all levels of government. This plan must articulate how the applicant plans to meet the requirements above. GOCCP requires projects and initiatives to focus on delivering services that show their effectiveness via program outputs.

In order to measure the success of the MCIN initiative, GOCCP will track monthly progress of each site post-award. By the 15th of each month, each MCIN site is required to report its monthly progress in the areas below using the [HIDTA's Case Explorer](#) or other approved reporting system.

- Number of cases submitted for deconfliction/information sharing. This number will be subdivided into the following categories: Gangs, Drug Trafficking, Human Trafficking, Firearms Trafficking
- Number of criminal organizations by primary type of case (i.e. Gangs, Drug Trafficking, Human Trafficking, and Firearms Trafficking).
 - Number of organizations identified
 - Number of organizations targeted
 - Number of organizations disrupted
 - Number of organizations dismantled
 - Number of organizations disrupted or dismantled who were identified as violent organizations.
- Number of criminal organizations disrupted or dismantled who are local, multi-state or international. This number will be subdivided into the following categories: Gangs, Drugs, Human Trafficking, and Firearms Trafficking.
- Law Enforcement Activities.
 - Total amount of drugs seized (measured in grams/kilograms)
 - Wholesale value of drugs seized
 - Total dollar value of cash assets seized
 - Market value of other assets seized
 - Number of Human Trafficking victims recovered
 - Number of arrests made
 - Number of firearms seized
- Prosecution Activities.
 - Number of indictments
 - Number of individuals prosecuted
 - Number of individuals convicted
 - Number of attempted RICO prosecutions
 - Number of successful RICO prosecutions
- Number of Entries into
 - Case Explorer - Drug Trafficking Related Information
 - Info Share - Human Trafficking Data
 - Gang Intelligence System or RISSGant - Gang Related Information
 - Maryland Gun Center - Firearm Data

This reporting requirement is in addition to the quarterly programmatic and fiscal reports submitted to GOCCP. The data from each site will be consolidated and analyzed by the Maryland Statistical Analysis Center to evaluate statewide program performance.

D. Key Terms and Definitions

- **Disrupted** - An organization is disrupted when the normal and effective operation of the organization is impeded, as indicated by changes in organizational leadership and/or changes in methods of financing, transportation, distribution, communications, or drug production. A drug seizure, the execution of a search warrant or other enforcement activity, by itself, does not constitute a disruption unless the action truly results in the alternation of the organization's operations or membership.
- **Dismantled** - an organization is dismantled when the leadership, financial base, and supply network of the organization are destroyed and incapable of operating and/or reconstituting itself; for reporting purposes, a dismantlement does not require that all

fugitives have been apprehended, that all cases have been adjudicated, or that all appeals by those charged have been exhausted.

- **Drug Trafficking Organization (DTO)** - A DTO is an organization consisting of three or more persons that (1) has a clearly defined chain-of-command and (2) whose principal activity is to generate income or acquire assets through a continuing series of illegal drug production, manufacturing, importation, transportation, or distribution activities.
- **Firearms Trafficking** - Firearms trafficking is the illegal diversion of any quantity of firearms from the legal market or any illegal commerce in firearms.
- **Gang** - A gang is a group or association of five or more persons with a common identifying sign, symbol, or name, the members of which, individually or collectively, engage in criminal activity that creates an atmosphere of fear and intimidation.
- **Human Trafficking** - Human trafficking refers to the act of recruiting, harboring, transporting, providing, or obtaining a person for compelled labor or commercial sex acts through the use of force, fraud or coercion.
- **International Criminal Organization** - An international criminal organization is an organization or identifiable cell of an organization that regularly conducts illegal trafficking or gang activities in more than one country or that is based in one country and conducts or coordinates illegal activities in another. To be considered an international organization, the group must have an established connection to an international criminal organization. Simply being a customer of such an organization is not sufficient.
- **Local Criminal Organization** - A local criminal organization is one whose illegal trafficking or gang activities are generally, but not always, limited to the same metropolitan area, or - for non-metropolitan areas - are limited to an easily defined region or the small number of geographically proximate counties. If a criminal organization's activities regularly take place within a single metropolitan area, it should be considered a local criminal organization even if that metropolitan area includes parts of more than one state.
- **Multi-state Criminal Organization** - A multi-state criminal organization is one that regularly carries out illegal trafficking or gang activity in more than one state. An organization should not be considered multi-state if the organization's activities regularly take place within a single metropolitan area or region, even if that metropolitan area includes parts of more than one state.
- **Violent** - an organization is considered violent if it routinely engages in kidnapping, extortion, murder, aggravated assault, robbery, or other crimes involving force or threat of force.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through GOCCP's web-based application process, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application, you must have a User ID.

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is Friday, March 22, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, but *do not have your User ID*, or are having *technical issues with the system*, contact the GOCCP Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application, please contact Quentin Jones at 410-697-9318 or Quentin.Jones@maryland.gov.

The online application must be submitted no later than 3:00 PM on March 29, 2019.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Office's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following web URL:
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos to review system guidelines, fiscal review and tips, civil rights requirements, and those specific to the program funding source prior to beginning work on your application.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/grants/programs/>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	March 22, 2019
Deadline to Submit an Online Application	March 29, 2019
Letters of Intent Emailed/Denial Letters Emailed	May 1, 2019
Award Documents	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

A. Review Process

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification - 15 points total
- Program goals and objectives - 20 points total
- Program strategy/program logic - 10 points total
- Performance measurement (outputs, outcomes, and impacts) - 20 points total
- Timeline - 5 points total
- Spending plan and Budget (reasonableness, cost-effectiveness, detailed justification per line item) - 20 points total
- Management capabilities - 5 points total
- Sustainability - 5 points total

Total of 100 points

MCIN is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

1. Scope (geographic size and location)
2. Reach (ability to recognize and address the needs of underserved populations)
3. Governor's Office of Crime Control and Prevention audit findings
4. Performance history with previous awards with Governor's Office of Crime Control and Prevention

B. Funding Priority

Priority for MCIN funding will be given on the following basis:

1. Preference will be given to jurisdictions that submit a comprehensive organizational, operational and technical strategy and maintains an acceptable past performance by complying with the requirements under the MCIN initiative.
2. Preference will be given to jurisdictions that can demonstrate a data sharing agreement between multiple agencies that will support the MCIN.
3. Preference will be given to jurisdictions that consider economies of scale (i.e. the platforms and technology used by other jurisdictions).
4. Preference will be given to jurisdictions that include detailed budget line items for IT infrastructure, law enforcement and state's attorney operational costs.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the FY 2020 MCIN program will begin July 1, 2019, and end on June 30, 2020. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with MCIN grant funds within a sub-recipient's organization (if applicable):

- Salaries for Coordinators, Intelligence/Crime Analysts, and law enforcement overtime
- Overtime expenses are allowable for intelligence, law enforcement or prosecutorial operations.
- Equipment
- Contractual services that aid prosecutors to complete investigations and prosecutions
- Overtime pay for sub-contracted law enforcement agencies
- Contractual services for a Peer Recovery Specialist position (optional)

C. Unallowable Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with MCIN grant funds at the sub-recipient level:

- Operating expenses
- Overtime expenses (see the exception above)
- Rental fees
- Printing costs
- Telephone/fax
- Food/beverage
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

GOCCP reserves the right to make additional budget reductions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at <http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. **DO NOT ENTER A MATCH INTO YOUR BUDGET.** If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ Memorandum of Understanding between all agency partners (optional)
- ☐ Letters of Commitment (optional)
- ☐ MCIN Coalition's Organizational Structure (optional)
- ☐ MCIN Coalition's Standard Operating Procedures (optional)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.